

~~CONFIDENTIAL~~  
Sanitized - Approved For Release :  
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Report for Week Ending 16 April 1958  
from  
FORMS MANAGEMENT BRANCH

1. Contributions

a. Tangible

(1) Completed 31 actions requiring the printing of 442,450 copies or sets of blank forms. This represents a decrease of 1 action and a decrease of 460,037 copies or sets compared to last week.

(2) Seven new and four revised forms were approved.

(3) The survey of all forms under the new numbering system which have not been ordered during the past 18 months currently reveals the following:

Total forms surveyed.	404
Total replies received to date	257
Total declared currently active	202
Total declared obsolete	55
Percentage declared obsolete to date	21.4

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(4) In connection with Printing Services Division Survey, Mr. [REDACTED] reports that one new form has been developed and one "bootleg" form has been eliminated. (Mr. [REDACTED] further reports that because the current Reporting and Cost Accounting Procedures are so vague, an agreement has been informally reached with Mr. [REDACTED] to suspend survey activities until more definite procedures are established at the [REDACTED].

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25X1A9a

25X1A6a

(5) Form No. 1d, the OO Information Report, up for reprint, has been revised as agreed to last year. When printed, this format will be practically identical with the [REDACTED] and the OCR reports. This is another step toward ultimate standardization of the Report format IAC-Wide.

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(6) [REDACTED]

2. Assignments

a. Active

(1) Sixteen new and nine revised forms are pending. ✓

(2) Seven Employee Suggestions are being evaluated. ✓

- (3) The revised Personal History Statement, Form No. 444, has been re-coordinated with the Office of Personnel during the past week. It is presently back in this office. It is expected to go to the printer within the next day or so. ✓
- (4) A target date of 18 April has been set for picking up the evaluation of Employee Suggestion No. 2906, involving the consolidation of four authorized and one "bootleg" form. ✓ A subsequent Employee Suggestion No. 58-306 has been "tied in" with 2906. Both of these Suggestions will be given simultaneous attention because of their close relationship. In view of this, an informal arrangement has been worked out with the Suggestion Award Staff for a common suspense date of 27 May on both suggestions.

3. News

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- a. The Printing Services Division has so much work back logged that it is trying to reduce it and speed printing of classified work by sending the unclassified jobs, especially forms, to the GPO Field Plant. We have given Mr. [REDACTED] the green light, on the individual basis, to do this if (1) the OPI agrees, (2) FMB approves, and (3) the OL Security Officer concurs.

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